



2020

OPEN DATA POLICY REPORT

DEPARTMENT OF
INFORMATION SERVICES

CONTENTS

Year in Review	1
Current State: Data & Transparency By The Numbers.....	2
Data Governance Committee in Action.....	3
Using Data to Guide Pandemic Response Efforts.....	4
2020: A Focus on Community Engagement	5
Location-Based Maps and Apps in 2020.....	6
2021: Open Data Lookahead.....	7
Appendix A: Open Data Policy	9
Appendix B: City-Parish Dataset Inventory.....	17

2020

YEAR IN REVIEW

The City-Parish's open data team began 2020 with significant momentum toward continuing to fulfill the mandates of the open data policy established in 2017 by Mayor-President Sharon Weston Broome and the East Baton Rouge Parish Metropolitan Council. Progress made to start the year included releasing new datasets and launching citizen engagement efforts, which were buoyed by successes in 2019 that once again resulted in Baton Rouge ranking as the fifth most digital city in the U.S.

The rise of the global COVID-19 pandemic in March 2020 demanded local communities and leaders swiftly pivot their priorities toward maintaining the safety and health of their residents, as well as the ongoing viability of their local economies. Similarly, the City-Parish's open data efforts shifted, with a near-term focus on using data to power local pandemic responses. The Department of Information Services also deployed staff and resources to address these and other urgent priorities associated with mitigating and responding to urgent threats, like those involving the City-Parish cybersecurity program and the most active hurricane season on record.



Despite these unprecedented challenges, the Department of Information Services and City-Parish Data Governance Committee, established to guide implementation of the City-Parish's open data policy, continued to make progress and notch successes in all facets of open data, including publishing new datasets and developing new interactive applications while facilitating interdepartmental data-sharing. They also conducted community engagement efforts surrounding open data, using newfound access to and the public's growing comfort with previously untested digital platforms.

The culminating effect of these pivots was an unprecedented year of progress toward the City-Parish's open data goals, as well as industry, statewide, and national recognition for these efforts:

- In July, Esri—the global leader in location intelligence—awarded the City-Parish its prestigious **Special Achievement in GIS award** for its innovative integration of mapping and analytics technology solutions into all facets of City-Parish departments and operations.
- In November, the Center for Digital Government ranked Baton Rouge as the **third most digital city in the U.S.** among mid-sized cities, the City-Parish's highest ranking ever in the Digital Cities Survey.
- Later in November, the Louisiana Municipal Association recognized the City-Parish's outstanding achievements in technology and connectivity with its **Community Achievement Award** for successes with its Public Safety Common Operational Platform (PSCOP).

While 2021 will likely bring additional challenges, the City-Parish and its open data team are committed to continue moving forward in the face of adversity and making strides toward building a more transparent, data-driven government and community in Baton Rouge.

CURRENT STATE: DATA & TRANSPARENCY BY THE NUMBERS

DATA.BRLA.GOV

166,000+

UNIQUE PAGEVIEWS

4,900,000+

LIFETIME PAGEVIEWS

41,000,000+

ROWS OF DATA

47

TOTAL DATASETS

90+

PARTICIPANTS
IN THE CITY-
PARISH'S
FIRST VIRTUAL
GIS DAY EVENT

10,000+

PUBLIC PARTICIPANTS

1,300+

VIRTUAL MEETINGS

9

KEY DATASETS PUBLISHED OR UPDATED
IN OPEN DATA BR AND EBRGIS OPEN DATA

RANKED

6TH

OVERALL IN THE
U.S. CITY OPEN
DATA CENSUS

3RD

MOST DIGITAL
CITY IN THE U.S.

60+

PARTICIPANTS IN THE
CITY-PARISH'S INAUGURAL
CITIZEN DATA ACADEMY

RECEIVED LA MUNICIPAL ASSOCIATION'S COMMUNITY
ACHIEVEMENT AWARD IN TECHNOLOGY AND CONNECTIVITY

RECEIVED ESRI'S SPECIAL ACHIEVEMENT IN GIS AWARD

GIS.BRLA.GOV

32,000+

UNIQUE USERS

60,000+

LIFETIME USERS

112,000+

UNIQUE PAGEVIEWS

266,000+

LIFETIME PAGEVIEWS

197

TOTAL DATASETS

DATA GOVERNANCE COMMITTEE IN ACTION

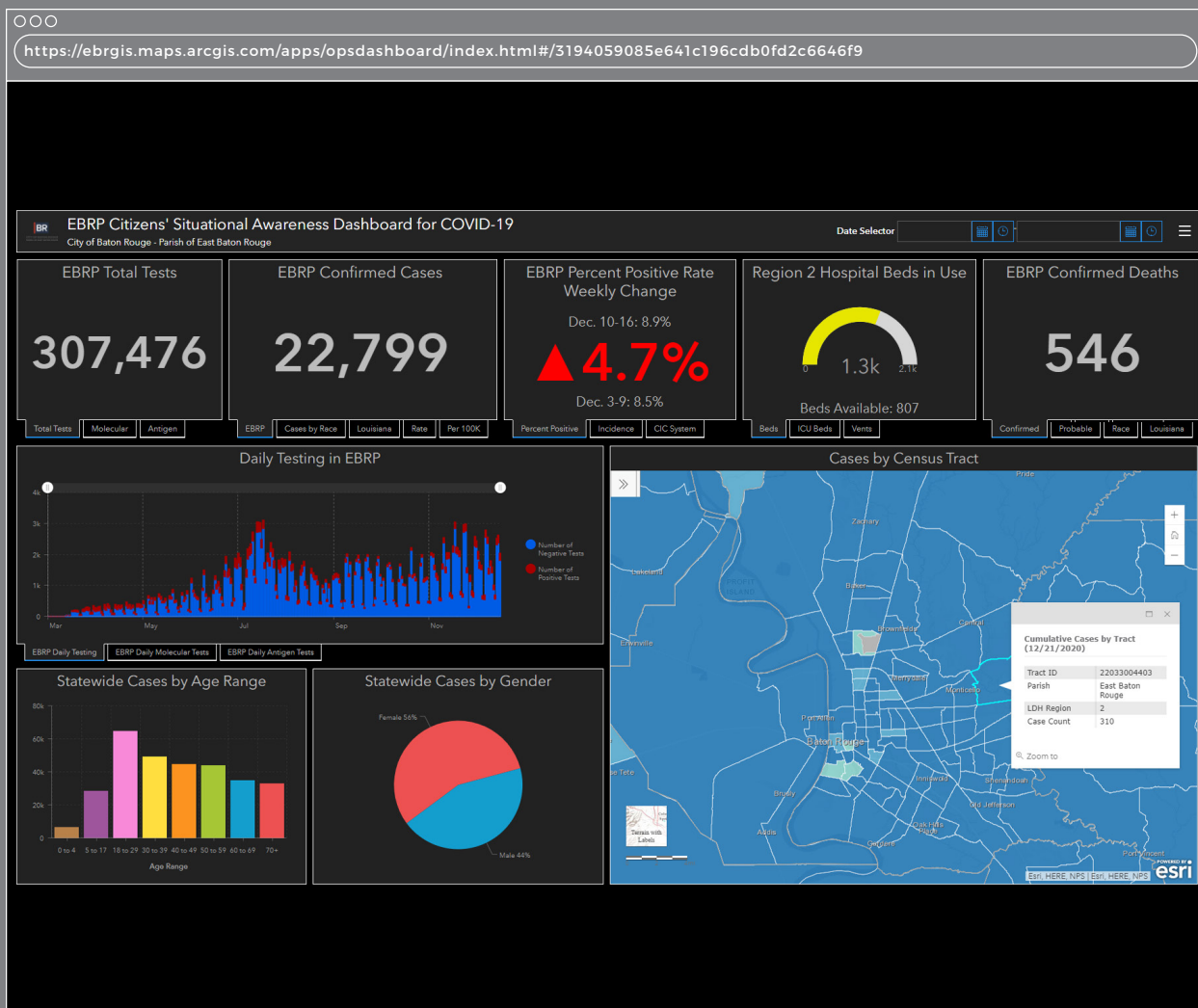
The City-Parish Data Governance Committee continued to meet quarterly throughout 2020, shifting to a virtual-only setting with meetings on March 12, June 11, September 10, and December 10.

These meetings consist of data coordinators and liaisons from City-Parish departments who review progress and provide input on efforts to meet the mandates of the City-Parish's open data policy. This committee worked with Information Services to advance the release of its Rounds 1 and 2 datasets as prioritized in 2019, ultimately leading to the publication or major updates of nine datasets available from Open Data BR and EBRGIS Open Data.

In addition to releasing these new datasets or making major updates to existing ones, the City-Parish updated several other datasets by introducing new attribute information or appending records to existing datasets, including:

- **Property Information:** Added names of multifamily complexes in East Baton Rouge Parish to existing address data and notated which subdivisions are multifamily developments
- **Watershed Characteristics:** Updated land cover statistics for each of the 704 microwatersheds using 2017 classifications to support the Department of Transportation and Drainage's stormwater management planning effort
- **City Court Warrants:** Added descriptions for the race column in the dataset's metadata to clearly define reference codes
- **Residential Building Permits:** Added project value sum to the charting of new residential permits issued by the City-Parish Department of Development each month
- **City-Parish Employees:** Added a chart visualizing total employees by department in real-time
- **Featured Content:** Added new features to Open Data BR that highlight or connect users to other visualizations and applications associated with a given dataset.

DATASET	DEPARTMENT	DESCRIPTION
Retail Food Inspections	Louisiana Department of Health	A full listing of all East Baton Rouge Parish retail food inspections conducted by the Louisiana Department of Health.
Grease Trap Permits	Department of Environmental Services	Locations of all permitted grease traps in EBRP, along with inspection details like verification of cleaning and maintenance of an establishment's grease trap, if an establishment passed or failed an inspection, if grease containers are being prevented from discharging into nearby storm drains, and more.
Mosquito and Rodent Service Requests	Mosquito and Rodent Control	Requests for inspection and/or treatment of rodent and/or mosquito issues.
EBRP Tax Roll	East Baton Rouge Parish Assessor	Annual update of tax parcels in East Baton Rouge Parish featuring 2019 records with information about taxpayers, homestead exemptions, assessment status, property details, and more.
Adjudicated Property	East Baton Rouge Parish Assessor	Annual update of properties adjudicated in East Baton Rouge Parish due to nonpayment of taxes and following a tax sale where the property was not purchased.
City-Parish Employees	Department of Human Resources	Information on City-Parish employees from the City-Parish's payroll system, including active and inactive employees and employee pay information, including special pay that is earned per pay period. (Note: this dataset was relaunched with data from the City-Parish's new payroll system, implemented at the end of 2018)
City-Parish Employee Annual Salaries	Department of Human Resources	Annual salary and other payroll-related information for City-Parish employees, calculated annually after the last payroll is run for the specified year. (Note: this dataset was relaunched with data from the City-Parish's new payroll system, implemented at the end of 2018)
2020 Election Results Web Application	Louisiana Secretary of State	Election results from the November primary and December runoff elections with voting data organized by EBR precinct.
City-Parish Annual Budget	Department of Finance	Includes sources and uses of funds associated with line items in the approved 2021 City-Parish annual budget.



USING DATA TO GUIDE PANDEMIC RESPONSE EFFORTS

The onset of the COVID-19 pandemic quickly highlighted a need for data-sharing among governmental entities with limited history of collaborating. Most critically, the City-Parish set out to quickly determine data-sharing parameters, processes, and access it would need to coordinate effectively with the Louisiana Department of Health (LDH), the state's lead public health agency responding to the pandemic.

Through proactive coordination with outside agencies, the City-Parish successfully gained access to and integrated data originating from LDH, the Coroner's Office, and other agencies with internally generated data to guide its local response efforts.

This resulted in a series of dashboards used internally by local hospital administrators, the Office of the Mayor-President, and other stakeholders to guide key decisions like when and where to establish COVID-19 testing centers. The City-Parish also provided data to residents to help them better understand parish-level metrics and trends, as well as data on health care resources for those impacted by the coronavirus, such as available hospital beds, ICU beds, and ventilators.

Without this coordinated approach to data-sharing in the midst of a global pandemic, the City-Parish would have lacked access to key information and real-time trends that would be crucial to the decisions local and state leaders would ultimately make to protect and serve Baton Rouge residents. This experience underscored the importance of developing and maintaining underlying data schemas used in applications without modifying the foundational elements, as subsequent data schema modifications cause problematic ripple effects for any applications using the data. The City-Parish will continue building upon these experiences while working with partners to use and share data as effectively as possible when delivering services to its constituents and stakeholders.

2020: A FOCUS ON COMMUNITY ENGAGEMENT

Prior to the rise in COVID-19 cases that prompted significant limitations on in-person events and meetings, Information Services and the City-Parish open data team initiated an aggressive community outreach and engagement plan designed to spur public awareness and broader use of City-Parish data.

Key activities and events from January to March included a presentation at Louisiana State University as part of the Activate Conference's Lightning Night, a hands-on training session at the East Baton Rouge Parish Main Library for residents interested in learning how to use EBRGIS tools and data, a presentation at the Charles R. Kelly Community Center focused on engaging nearby residents in citizen-service tools powered by open data, and the City-Parish's March 7 annual celebration of **Open Data Day**.

As part of Open Data Day, the City-Parish held a public event at the East Baton Rouge Parish Main Library with more than 30 attendees to learn about City-Parish open data and GIS programs and receive training on how to use them in their daily lives. In honor of Open Data Day, Mayor Broome also announced the release of three new datasets focused on public health and awareness, including:

- Requests for inspection or treatment of mosquito and rodent issues
- Public health inspection data for East Baton Rouge Parish restaurants, maintained by the Louisiana Department of Health and now available in tabular form
- Grease trap permitting and service data for restaurants and other commercial businesses

In the months that followed Open Data Day, however, the City-Parish's community engagement efforts involving open data and all other functions shifted to a largely virtual model. While this may have historically presented challenges for outreach efforts, the City-Parish moved aggressively to launch several virtual-only programs and events that have significantly increased adoption and use of its open data.

The screenshot shows the City of Baton Rouge website. The header includes navigation links: HOME, GOVERNMENT, DEPARTMENTS, COMMUNITY, SERVICES, HOW DO I..., and REPORT FRAUD. The main banner features the City of Baton Rouge logo and a search bar. Below the banner, there is a sidebar on the left with contact information for the Mayor's Office Communications and Council Communications. The main content area displays a news flash titled "BATON ROUGE TO CELEBRATE OPEN DATA DAY 2020". The news flash text states: "BATON ROUGE, LA – February 26, 2020 – Today, Mayor-President Sharon Weston Broome announced Baton Rouge's plans to celebrate Open Data Day 2020 from 2-4 p.m. Saturday, March 7, at the East Baton Rouge Parish Main Library, 7711 Goodwood Blvd. The event is part of an annual worldwide celebration of open data, when communities around the globe come together to engage residents and build new solutions to civic challenges using data." Below the news flash, there is a quote from Mayor Broome: "Over the past few years, our focus on open data and data-driven decision making has positioned Baton Rouge as one of the nation's leaders for transparency and innovation in local government," said Mayor Broome. "In 2020, we will continue to expand our open data program — as well as citizen awareness and engagement surrounding the data available to them — in ways that enhance how we deliver City-Parish programs and services and improve quality of life in East Baton Rouge Parish." On the right side of the website, there is a search bar and a list of categories: All Categories, BRLA - Spotlight Headlines (LEFT), Metropolitan Council Press Releases, and BRLA - Spotlight.

Specifically, the shift to a virtual engagement model enabled the launch of new programs, like the City-Parish's inaugural **Citizen Data Academy**, which began Oct. 13 and included three sessions that increased in complexity as citizens progressed through the program. In total, 60 residents participated, learning key skills about how to access, use, and leverage open data and GIS technologies to be more informed in their daily lives. Information Services, which organized and hosted the academy, plans to expand on this series of community learning sessions in 2021 through additional academies, short how-to videos, and other sessions focused on related sites or platforms like Open Checkbook BR and Open Neighborhood BR that are powered by City-Parish data and mapping technology.

The City-Parish also saw success in other community outreach efforts involving open data and its digital initiatives through this virtual engagement model. Each year, the City-Parish EBRGIS team and its partners organize a day-long event to celebrate **International GIS Day**, traditionally held at the East Baton Rouge Main Library. In November, the first virtual celebration of GIS Day in Baton Rouge drew more than 90 public participants who heard from guest speakers as far away as Brighton, England and Wyoming. Speakers explained how GIS is used throughout the world to help address challenges such as COVID-19, wildland fires, flooding, public health issues, and more. Nearly 500 middle and high school students participated in GIS Day educational activities sponsored by Baton Rouge Green and Global Geospatial Institute. The activities included learning to use GIS apps for collecting and analyzing tree data, building story maps, and logging walking, bicycling or jogging trips.

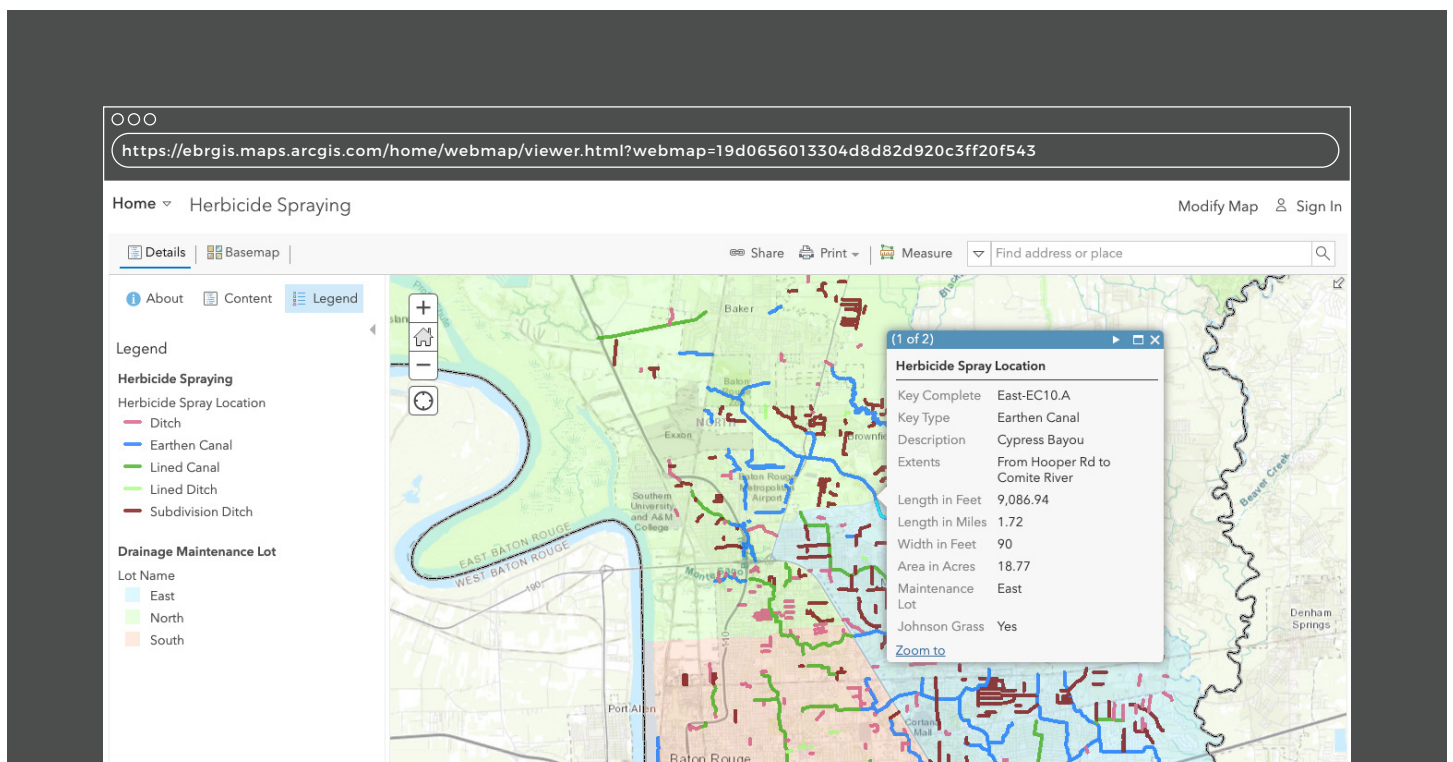
Overall, this shift to virtual learning platforms and classes—while not expected to be permanent—has helped to foster a greater sense of comfort and access among residents who want to learn more about City-Parish data but may have been unable

to attend in-person events in the past. Information Services plans to leverage these experiences as it organizes community engagement activities involving open data in 2021 and beyond, working to host events, learning sessions, or other activities designed to meet residents and stakeholders where they are and in ways they prefer to engage.

LOCATION-BASED MAPS AND APPS IN 2020

Similar to the City-Parish's continued expansion of its Open Data BR and EBRGIS Open Data platforms, 2020 featured the launch of several new digital applications and location-based tools that are already having an impact in furthering City-Parish transparency and efficiency goals.

In early 2020, Information Services and the Department of Maintenance collaborated to integrate data and digital mapping into the City-Parish's **herbicide spraying program** for the first time. Using this new interactive web map, contractors were able to provide more accurate cost estimates and department staff can more efficiently manage and inspect spraying activities across the parish's various spray zones. The contractor has noted that other jurisdictions or agencies for which they perform similar services still use textual descriptions, paper maps and manual processes to guide their spraying, which often leads to inefficiencies and quality issues. The City-Parish's digital process also enables greater reporting and transparency of spraying activities, as maintenance staff can easily capture inspection data and provide information on specific dates when ditches or areas were sprayed.



Information Services and the Baton Rouge Police Department continue to collaborate in the evolution and expansion of the **EBRP Public Safety Common Operational Platform (PSCOP)**, an award-winning approach to reducing crime by analyzing underlying variants and geospatial risk factors. Through the recent launch of a new computer-aided dispatch (CAD) 911 system, local public safety partners and the PSCOP dashboards can now consume higher-quality near real-time data associated with calls for service that helps inform robust analysis and coordination of law enforcement responses to crime incidents—all from a coordinated platform via the Baton Rouge Police Department's Real-Time Crime Center, also launched in early 2020.

Additionally, in the first quarter of 2021, the City-Parish will relaunch one of its most complex applications supported by open data: **Open Budget BR**. In late 2020, Information Services and the Department of Finance collaborated to develop schemas and configure the City-Parish budget—traditionally prepared and published in static PDF format—for integration into a searchable, sortable database with filter and visualization capabilities. The City-Parish previously launched its Open Budget BR platform in 2015, but in the years since, it has replaced numerous outdated and disparate systems that powered the old platform with an enterprise resource planning system in which its budget data is now managed. The open budget platform, powered by Socrata, also experienced a significant overhaul including upgrades that import and use budget data in very different but improved ways than before.

This updated Open Budget BR application will fully digitize the City-Parish's 2021 budget and integrate all revenues and expenses with its companion application, **Open Checkbook BR**. Through this integration, users will not only be able to drill down into department budgets and various spending categories, but they will also be able to view revenue sources for each budget line item and compare actual spending to the department or function's approved budget line item. This same data will be integrated with Open Data BR so that users can visualize it in snapshot or chart format and export it in tabular format. Moving forward, future budgets will be included in Open Budget BR to enable users to track budget and spending trends more effectively over time through the platform.

2021: OPEN DATA LOOKAHEAD

In 2021, Information Services and the Data Governance Committee are prioritizing the completion of their first and second round datasets, while working collaboratively to identify and prioritize the third round of datasets for publication.

Early target datasets for 2021 include two distinct datasets from the Department of Development: code enforcement complaints and violations and blight court proceedings. Other target datasets include 911 calls for service generated by the new CAD system, BRPD use-of-force and homicide data, Department of Environmental Services landfill and solid waste collection data, EBRP Library Wi-Fi stats, and others. Many of these future datasets involve personally protected or sensitive information that by law must be redacted or anonymized prior to publication and thus require more time and analysis to ensure these safeguards remain in place once the data is included on the Open Data BR platform.

In anticipation of Open Data Day in March 2021, and the expected continuation of largely virtual citizen engagement, the City-Parish is already collaborating with other local government agencies throughout the region to explore ways to engage an even broader and larger audience in the activities for this international celebration of open data.

The overarching theme of open data in 2021 is expected to be one of resilience, adaptability, and progress:

- **Resilience** in maintaining a clear and dedicated focus on the importance of transparency and data-driven decision making throughout City-Parish government
- **Adaptability** in taking on any challenges that may arise and shifting to accommodate and respond to them in the best way possible
- **Progress** in continuing to fulfill the mandates of the City-Parish's open data policy while cementing Baton Rouge's standing as a leading digital city for the present and future

APPENDIX A: OPEN DATA POLICY

By Freiberg
Introduced 11-21-17
P.H. 12-13-17

DEC 13 2017


COUNCIL ADMINISTRATOR TREASURER

17-01597

RESOLUTION **53275**

ADOPTING AN OPEN DATA POLICY FOR THE CITY OF
BATON ROUGE AND PARISH OF EAST BATON ROUGE;
EXPRESSING THE SUPPORT OF THE METROPOLITAN
COUNCIL FOR THE IMPLEMENTATION OF THE POLICY
BY THE MAYOR-PRESIDENT

WHEREAS, the Metropolitan Council of the City of Baton Rouge and Parish of East Baton Rouge hereby supports the use of open data and systems, as well as citizen access to public data, and thus seeks to adopt and implement a formal open data policy; and

WHEREAS, the Metropolitan Council supports the Mayor-President in the implementation of related administrative processes or workflows, thereby ensuring compliance across all departments over which the Metropolitan Council or Mayor-President have legislative, executive, and policy authority; and

WHEREAS, there remain many datasets collected by the City of Baton Rouge and Parish of East Baton Rouge (hereafter, "the City-Parish") that are stored in ways which impede the ability of City-Parish leadership and key public stakeholders to aggregate, analyze and synthesize it to better allocate public resources; and

WHEREAS, access to public information promotes a higher level of civic engagement and allows citizens to provide valuable feedback to government officials regarding local issues; and

WHEREAS, every citizen has the right to prompt, efficient service from the government; and

WHEREAS, the City-Parish's existing open data program provides public and interdepartmental access to key datasets that improves the provision of services, increases transparency and access to public information, and enhances coordination and efficiencies among departments, partner organizations and citizens; and

WHEREAS, one goal of an open data policy is to proactively provide information currently sought through public records requests, thereby saving the City-Parish time and money; and

WHEREAS, the City-Parish has made significant strides in providing such information through its open data portal, thereby recognizing the benefit of adopting a formal open data policy defining an "open by default" mandate for public information; and

WHEREAS, in commitment to the spirit of open government, the City-Parish will consider public information to be open by default and will proactively publish data and data containing information, consistent with relevant public records law and not deemed to be protected or sensitive information; and

WHEREAS, information technologies, including web-based and other Internet applications and services, are an essential means for open government, and good government generally; and

WHEREAS, by publishing structured, standardized data in machine readable formats the City-Parish seeks to encourage the local software community to develop software applications and tools to collect, organize, and share public record data in new and innovative ways; and

WHEREAS, the protection of privacy, confidentiality and security must continue to be maintained as a paramount priority while also advancing the City-Parish's transparency and accountability efforts through open data.

NOW, THEREFORE, BE IT RESOLVED by the Metropolitan Council of the City of Baton Rouge and Parish of East Baton Rouge that:

Section 1. The Metropolitan Council adopts an open data policy as follows:

"Open Data Program

Part 1. Policy.

The Open Data Program for the City of Baton Rouge and Parish of East Baton Rouge applies to all City-Parish departments and agencies. The program requires that each department or agency comply with the following:

1. Proactively release all publishable City-Parish data, making it freely available in appropriately varied and useful open formats, using an open license with no restrictions on use or reuse, and fully accessible to the broadest range of users to use for varying purposes;
2. Publish high quality, updated data with documentation (metadata) and permanence to encourage maximum use;
3. Provide or support access to free, historical archives of all released City-Parish data;
4. Measure the effectiveness of datasets made available through the Open Data Program by connecting open data efforts to the City-Parish's programmatic priorities;
5. Minimize limitations on the disclosure of public information while appropriately safeguarding protected and sensitive information;
6. Support innovative uses of the City-Parish's publishable data by agencies, the public, and other partners;
7. Encourage electronic methods of data collection to avoid inefficiencies of paper-based filing systems and make real-time disclosures possible;
8. Include specifications in future Requests for Proposals (RFPs) and comparable procurements to encourage technology solutions with an open source licensing model and/or the capabilities to store and expose public data using industry standard and open protocols, including language that allows for modifying these systems over time to maintain up-to-date data documentation;
9. In coordination with the Office of the Parish Attorney, publicly log and publish all approved or denied public record requests and associated details pursuant to the Louisiana Public Records Act (La. R.S. 44:1 et seq); and
10. Develop contract provisions that promote the City-Parish's open data policies in technology-related procurements, including, where appropriate, requirements that any data produced or stored on behalf of the City-Parish may be posted on the City-Parish open data portal or made available through other means..

Part 2: Definitions

- A. "Data" means statistical, factual, quantitative, or qualitative information that is maintained or created by or on behalf of a City-Parish agency. This definition is inclusive of software source code developed or maintained by or on behalf of the City-Parish.
- B. "Metadata" means any information that is used to provide descriptive detail about a dataset, i.e., a data dictionary.
- C. "Open data" means data that is available online, in an open format, with no legal encumbrances on use or reuse, and is available for all to access and download in full without fees [or a requirement of registration]. "Legal encumbrance" includes federal copyright protections and other, non-statutory legal limitations on how or under what conditions a dataset may be used. This definition is also inclusive of any software source code made available online ("open source software").
- D. "Open format" means any widely accepted, nonproprietary, platform-independent, machine-readable data format, which permits automated processing of such data and facilitates analysis and search capabilities.
- E. "Dataset" means a named collection of related records containing data that may be filtered, sorted, grouped, or otherwise structured or formatted in a specific or prescribed way, often in tabular form.
- F. "Protected information" means any dataset or portion thereof to which an agency may deny access pursuant to the Louisiana Public Records Act (La. R.S. 44:1 et seq.) or any other law or rule or regulation.
- G. "Sensitive information" means any data which, if published by the City-Parish online, could raise privacy, confidentiality or security concerns or have the potential to jeopardize public health, safety or welfare to an extent that is greater than the potential public benefit of publishing that data.
- H. "Publishable data" means data which is not protected or sensitive and which has been prepared for release to the public.
- I. "Machine-readable" means any widely-accepted, nonproprietary, platform-independent, machine-readable method for formatting data (such as JSON, XML and APIs) which permits automated processing of such data and facilitates search capabilities.

Part 3: Governance

A. The implementation of the Open Data Program will be overseen by the Director of Information Services on behalf of the Mayor-President, who will work with the City-Parish's departments and agencies to:

1. Identify and publish appropriate contact information for a lead open data coordinator for each agency, who will be responsible for managing that agency's participation in the Open Data Program;
2. Oversee the ongoing management of a comprehensive inventory of datasets held by each City-Parish agency, which is published to the central open data location and is regularly updated;
3. Require, where possible, that all data created or provided by City-Parish contractors and external organizations meet the same standards as data created within or by City-Parish departments and agencies;
4. Continually refine and implement a process for determining the relative level of risk and public benefit associated with potentially sensitive, non-protected information so as to make a determination about whether and how to publish it;
5. Develop and implement a process for prioritizing the release of additional datasets which takes into account new and existing signals of interest from the public (such as the frequency of public records requests), the City-Parish's programmatic priorities, existing opportunities for data use in the public interest, and cost;
6. Proactively collaborate with members of the public, City-Parish agency staff, journalists, researchers, industry leaders, and other stakeholders to build relationships with community partners, identify datasets that will have value to City-Parish residents, and discuss opportunities to enhance information collection, aggregation, quality control, and dissemination;
7. Establish processes for publishing datasets to the central open data location, including processes for ensuring that datasets are high quality, up-to-date, are in use-appropriate formats, and exclude protected and sensitive information;
8. Ensure that metadata is provided for each dataset, including platform-wide attributes and a standard metadata taxonomy to facilitate data use, including unique, standardized identifiers across datasets, where possible;
9. Develop and oversee a routinely updated, public timeline for new dataset publication;
10. Make recommendations for historical document inclusion and define a schedule for approved historical document publication;

11. Ensure that published datasets are available for bulk download and/or available via public application programming interfaces (APIs) without legal encumbrance; and
12. Establish a Data Governance Committee, consisting of lead open data coordinators from each relevant agency, to meet at least quarterly to encourage ongoing agency and public participation through providing regular opportunities for feedback and collaboration.

Part 4: Central Online Location for Published Data

- a. The City-Parish will maintain a publicly available location on the City-Parish's website or in another suitable online location where the City-Parish's published data will be available for download.
- b. Published datasets shall be placed into the public domain. Dedicating datasets to the public domain means that there are no restrictions or requirements placed on use of these datasets.
- c. Each published dataset should be associated with contact information for the appropriate lead open data coordinator of that dataset as well as with a file layout or data dictionary that provides information about field labels, values, and data source or creation information.
- d. The City-Parish will specify a recommended data citation form available for viewing on the central online location for published City-Parish data to encourage responsible reuse of City-Parish data.

Part 5: Open Data Report and Review

- a. Within one year of the effective date of this Resolution, and thereafter no later than January 31st of each year, the Director of Information Services shall publish an annual Open Data Report. The report shall include an assessment of progress toward achievement of the goals of the City-Parish's Open Data Program, an assessment of how the City-Parish's open data work has furthered or will further the City-Parish's programmatic priorities, and a description and publication timeline for datasets envisioned to be published by the City-Parish in the following year.
- b. During the review and reporting period, the Director of Information Services should also make suggestions for improving the City-Parish's open data management processes in order to ensure that the City-Parish continues to move towards the achievement of the policy's goals."

Section 2. The requirements of this Resolution shall apply to any City-Parish department, office, administrative unit,

commission, board, advisory committee, or other division of City-Parish government ("agency").

Section 3. This policy shall become effective immediately following adoption by the Metropolitan Council.

Section 4. The City-Parish shall collaborate with internal and external stakeholders as necessary to achieve all components of this Open Data Program and gather public input into its ongoing development and management, including those in the private sector, nonprofit organizations, academic institutions, other government agencies, and public citizens.

APPENDIX B: CITY-PARISH DATASET INVENTORY

DEPARTMENT	DATASET	STRATEGIC IMPORTANCE	COLLABORATIVE PARTNERSHIPS	EXTERNAL INTEREST	OPERATIONAL USEFULNESS	DATA QUALITY	TOTAL	ROUND TARGET	COMPLETED
Airport	Deplanement Data	5	5	5	5	5	25	Round 1	Completed
Airport	Enplanement Data	5	5	5	5	5	25	Round 1	Completed
Purchasing	Munis Financial and Procurement Datasets	5	4	5	5	5	24	Round 1	Completed
Transportation and Drainage	Road Closures	5	4	5	5	5	24	Round 1	Completed
Library	Circulation Statistics	5	0	4	5	5	19	Round 1	Completed
Library	Gate Count	5	0	4	5	5	19	Round 1	Completed
Fire Department	Inspection Violations							Round 1	Completed
Fire Department	Spills							Round 1	Completed
Airport	Airport Property for Lease Map	5	5	5	5	5	25	Round 2	Completed
Airport	Airport Property Map	5	4	5	5	5	24	Round 2	Completed
IS	Voting Precinct Dataset	3	3	4	3	5	18	Round 2	Completed
Library	Computer Use	5	0	3	5	5	18	Round 2	Completed
Baton Rouge City Court	City Court Warrants	4	4	5	5	4	22		Completed
MOHSEP	Past Hazards	5	5	3	2	5	20	Round 1	In progress
Baton Rouge Police Dept	Homicides	4	0	5	5	5	19	Round 1	In progress
Airport	DBE/ACDBE Goal and Participation Statistics	5	5	5	5	4	24	Round 2	In progress
Munis	Budget Dataset	4	3	5	5	4	21	Round 2	In progress
Munis	Payroll Dataset	4	3	5	5	4	21	Round 2	Completed
MOHSEP	Acquisitions / Demolitions	5	5	2	2	4	18	Round 2	Completed

DEPARTMENT	DATASET	STRATEGIC IMPORTANCE	COLLABORATIVE PARTNERSHIPS	EXTERNAL INTEREST	OPERATIONAL USEFULNESS	DATA QUALITY	TOTAL	ROUND TARGET	COMPLETED
Mosquito Abatement and Rodent Control	Mosquito Service Requests	4	0	4	4	5	17	Round 2	Completed
Mosquito Abatement and Rodent Control	Rodent Service Requests	4	0	4	4	5	17	Round 2	Completed
DES	Landfill Solid Waste Collection Data	4	1	3	4	3	15	Round 2	In progress
EMS	EMS Incidents by Month	4	4	5	5	5	23	Round 1	
EMS	Transport Count by Destination	3	5	5	5	5	23	Round 1	
Development/Permits	2018 Permit Review By Fee Type- Standard, Third Party, Expedited	5	3	4	5	5	22	Round 1	
EMS	EMS Primary Impressions by Month for Transport	4	4	5	4	5	22	Round 1	
Development/Permits	2018 Inspections- Total, Passed, Failed	5	2	4	5	5	21	Round 1	
Development/Permits	2018 Environmental Reviews (SWPPP)	4	4	2	5	5	20	Round 1	
EMS	EMS Dispositions by Month	4	4	5	2	5	20	Round 1	
EMS	EMS Primary Impressions by Month for All Calls	3	4	5	3	5	20	Round 1	
Development/Permits	2018 Sign Permits Issued	4	2	3	5	5	19	Round 1	Completed
EMS	Call Volume by Hour of Day	4	2	4	4	5	19	Round 1	
EMS	EMS Incidents by Call Type (Dispatch Reason)	3	2	5	4	5	19	Round 1	
Development/Permits	2018 Generator Permits Issued	4	2	2	5	5	18	Round 1	Completed
Development/Permits	2018 Solar Permits Issued	3	3	3	4	5	18	Round 1	Completed
EMS	Number of calls per unit	4	3	3	4	4	18	Round 1	
Juvenile Services	Detention Data	3	3	2	5	5	18	Round 1	

DEPARTMENT	DATASET	STRATEGIC IMPORTANCE	COLLABORATIVE PARTNERSHIPS	EXTERNAL INTEREST	OPERATIONAL USEFULNESS	DATA QUALITY	TOTAL	ROUND TARGET	COMPLETED
Development/Permits	2018 House Moving Permits Issued	4	2	2	4	5	17	Round 1	Completed
Development/Permits	2018 Swimming Pool Permits Issued	4	2	2	4	5	17	Round 1	Completed
EMS	Call Volume by Day Of Week	2	2	4	4	5	17	Round 1	
EMS	Firearm Injuries	2	4	4	4	3	17	Round 1	
EMS	Injury Type by Month	2	3	4	4	4	17	Round 1	
EMS	Transports by Unit	3	3	3	4	4	17	Round 1	
EMS	Tourniquet Usage	2	3	3	4	3	15	Round 1	
EMS	Dispositions by Council District	5	2	2	2	3	14	Round 1	
EMS	Injury Type by Council Dist	5	2	2	2	3	14	Round 1	
EMS	Number of calls that the FD responds to EMS with	2	3	2	3	4	14	Round 1	
EMS	Primary Impressions by Council District	5	2	2	2	3	14	Round 1	
EMS	Code 3 Response Time by Month	2	2	3	3	3	13	Round 1	
EMS	Transport Time by Month	3	2	3	2	3	13	Round 1	
DES	Grease Trap Permits	2	1	2	2	3	10	Round 1	Completed
Mayor's Office	Mayors Healthy City Initiative Health Data	5	5	5	3	4	22	Round 2	
Airport	Airline On-Time Performance	5	5	5	5	5	25		
Airport	ARFF/Police Calls/ Requests for Service	5	5	5	5	5	25		
HDS-Ryan White Program	HIV Surveillance Data	5	5	5	5	5	25		
Airport	Customer Facility Charges (CFCs)	5	5	4	5	5	24		

DEPARTMENT	DATASET	STRATEGIC IMPORTANCE	COLLABORATIVE PARTNERSHIPS	EXTERNAL INTEREST	OPERATIONAL USEFULNESS	DATA QUALITY	TOTAL	ROUND TARGET	COMPLETED
Airport	Passenger Facility Charges (PFCs)	5	5	4	5	5	24		
HDS-EmployBR	Employment Rate at 2nd quarter	5	5	5	5	4	24		
HDS-EmployBR	Employment Rate at 4th quarter	5	5	5	5	4	24		
HDS-Ryan White Program	HIV Services Data	5	4	5	5	5	24		
Airport	Aircraft Operational Landing Statistics	5	4	4	5	5	23		
HDS - HEAD START/EARLY HEAD START	Head Start/Early Head Start Fact Sheet	5	5	4	5	4	23		
HDS-EmployBR	Credential attainment	5	5	4	5	4	23		
HDS-EmployBR	Demographics of participants served	5	5	4	5	4	23		
HDS-EmployBR	Number of participants served	5	5	4	5	4	23		
HDS-EmployBR	Number of participants served per zip code	5	5	4	5	4	23		
HDS-Office of Social Services	Service Summary Agency Wide	5	5	4	5	4	23		
HDS-Office of Social Services	Service Summary by Community Center	5	5	4	5	4	23		
Airport	Average Baggage Wait Times	4	5	4	5	4	22		
EMS-Communications	# calls answered in 911 center	5	4	5	3	5	22		
HDS-Ryan White Program	HIV Care Continuum	5	5	4	5	3	22		
HDS-Ryan White Program	Medical Visit Data	5	5	4	5	3	22		
Maintenance	Roads - number of potholes filled	5	3	5	4	5	22		
HDS - HEAD START/EARLY HEAD START	Head Start/Early Head Start Education Assesement	5	5	3	5	3	21		
Maintenance	Mowing - linear miles of roadways mowed	5	3	5	4	4	21		

DEPARTMENT	DATASET	STRATEGIC IMPORTANCE	COLLABORATIVE PARTNERSHIPS	EXTERNAL INTEREST	OPERATIONAL USEFULNESS	DATA QUALITY	TOTAL	ROUND TARGET	COMPLETED
Transportation and Drainage	Current Roadway Projects Under Construction (Contractor, Project Cost, Project Duration, Start Date, Anticipated Completion Date, Revised Completion Date)	4	2	5	5	5	21		
Maintenance	Drainage - number of stormdrains cleaned, linear feet of pipe cleaned, and linear miles of roadside ditches dug	4	4	4	4	4	20		
MOHSEP/GIS	Flood Zones by Council District	5	5	3	3	4	20		
Transportation and Drainage	Sampling of Flow Counts on City-Parish Roadways	4	5	4	3	4	20		
EMS	Narcan Usage	2	3	5	4	5	19		
HDS - HEAD START/EARLY HEAD START	Head Start/Early Head Start Family Services	5	4	3	5	2	19		
HDS-Office of Social Services	Service Summary by Household Composition Agency Wide	3	5	3	4	4	19		
HDS-Office of Social Services	Service Summary by Household Demographics Agency Wide	3	5	3	4	4	19		
Airport	Flight Information Display System (FIDS) Hotel Locations	3	5	5	2	3	18		
Airport	Passenger Wi-Fi Statistics	3	2	3	5	5	18		
Airport	Uber & Lyft Airport Tracking (Coming Soon)	4	2	5	3	4	18		
Maintenance	Street Sweeping - cubic yards dumped and gallons of water sprayed	3	3	4	4	4	18		
DES	Quarterly and Annual reports to EPA for SSO Program	4	3	3	4	3	17		
DES	Treatment plant discharge monitoring reports(EPA/DEQ)	4	3	3	4	3	17		
Library	Programs: Storytimes	4	3	3	4	3	17		

DEPARTMENT	DATASET	STRATEGIC IMPORTANCE	COLLABORATIVE PARTNERSHIPS	EXTERNAL INTEREST	OPERATIONAL USEFULNESS	DATA QUALITY	TOTAL	ROUND TARGET	COMPLETED
Mosquito Abatement and Rodent Control	EBRPMARC Zones Treated with adulticide by Aerial Operations	4	0	4	4	5	17		
Mosquito Abatement and Rodent Control	EBRPMARC Zones Treated with adulticide by Night Spray Trucks	4	0	4	4	5	17		
Mosquito Abatement and Rodent Control	Educational Outreach Events	4	0	4	4	5	17		
Mosquito Abatement and Rodent Control	Locations of West Nile virus activity in mosquitoes and birds	4	0	4	4	5	17		
Animal Control	Dangerous Animal Situation	3	2	5	4	2	16		
Juvenile Services	Probation Data	3	1	3	5	4	16		
Library	Reference Statistics	5	0	3	4	4	16		
B&G/Architectural Services	Construction Projects	3	3	3	3	3	15		
B&G/Architectural Services	Construction Projects	3	3	3	3	3	15		
DES	Capital Projects-Active and Complete	5	1	3	3	3	15		
Library	Meeting Room Use	5	0	3	4	3	15		
Library	Programs: Total	5	0	3	4	3	15		
Library	Wifi Use	5	0	3	5	2	15		
MOHSEP/GIS	August 2016 Flood Information	1	5	3	2	4	15		
Transportation and Drainage	Current Projects Under Design (Including Anticipated Construction Cost from RFQ)	2	2	5	2	4	15		
Animal Control	Bite Cases	2	2	5	3	2	14		
EMS	Fleet Repair Costs by Month	4	2	2	4	2	14		
Library	Programs: Computer Classes	4	0	3	4	3	14		
Library	Study Room Use	4	0	3	4	3	14		

DEPARTMENT	DATASET	STRATEGIC IMPORTANCE	COLLABORATIVE PARTNERSHIPS	EXTERNAL INTEREST	OPERATIONAL USEFULNESS	DATA QUALITY	TOTAL	ROUND TARGET	COMPLETED
Mosquito Abatement and Rodent Control	EBRPMARC Zones Treated with larvacides by larvaciding trucks	4	0	2	4	4	14		
Par Atty/Collections	Condemnations on tax roll	4	0	4	1	5	14		
Planning Commission	Enterprise Zone Program	2	3	4	2	3	14		
Airport	Website Analytics (flybtr.com and theaviationbusinesspark.com)	2	2	2	3	4	13		
Animal Control	Trapped Dogs and Cats	2	2	3	4	2	13		
Animal Control	Trapped Wildlife	2	2	3	4	2	13		
EMS	Fleet Data-Hours & Miles	3	1	2	4	3	13		
Planning Commission	Restoration Tax Abatement Program	2	3	3	2	3	13		
Animal Control	Livestock Calls	2	1	3	4	2	12		
EMS	Event Coverage	3	1	2	3	3	12		
EMS	Fuel Usage	3	1	2	3	3	12		
EMS	Special Teams	3	1	2	3	3	12		
Information Services	TrackIt! Help Desk Tickets	1	1	2	4	4	12		
Par Atty/ABC	Business licenses	3	0	2	1	5	11		
Maintenance	Herbicide Spraying - miles of roadways sprayed and herbicide used	2	2	2	4	0	10		
Par Atty/Litigation & Risk	Settled litigation suits	2	0	2	1	5	10		
Maintenance	Trees - stats about hazardous tree removals	2	2	2	2	1	9		
Par Atty/Property	Adj Prop - CP Auction	3	0	1	0	5	9		
Juvenile Services	Drug Screens	1	0	1	2	4	8		
Retirement or HR (submitted by IS)	Listing of Retirees	1	1	3	2	0	7		

